

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 5 January 2023  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 225/22 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr McCarthy, Cllr Heyman, Cllr Mrs Crutchfield and Cllr Mrs Nash plus the Parish Clerk, Mrs Eagling, and Parish Assistant, Stephen Davies.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Weber, Cllr Mitra, Cllr Hawkins and Cllr Blunt plus Buckinghamshire Councillor D Town. Cllr Mrs Dragon was absent.

3. Others present.

Buckinghamshire Councillor Peter Brazier and two members of the public.

### 226/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- The Clerk expressed the usual pecuniary interest in the overtime, which is approved by the staffing committee, and never has a vote.
- It was noted that Cllr Crutchfield declared interests in Pitstone Memorial Hall Charity and Pitstone Allotment Association and declared that the applicant for Albion Road was known to her.
- It was noted that Cllr Nash declared interests in Pitstone Memorial Hall Charity and that the applicant for Chequers Close planning was known to her.
- It was noted that Cllr Saintey declared an interest in National Trust Ashridge Estates Committee (re quarry restoration).
- No other declarations nor dispensations were received.

### 227/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

It was **RESOLVED** to accept comments from the members of public relating to the planning application for Campbell Road during the planning section of the agenda.

No other questions were tabled.

### 228/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had previously circulated a report and Cllr Peter Brazier answered questions relating to the last Community Board meeting.

### 229/22 MINUTES OF THE MEETING held on 24/11/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 November 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 230/22 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This information is provided to keep members of the public up to date on the various ongoing matters.

1. Where third parties are responsible

- Castlemead Highways Issues: BC and TW liaising. Phase V of Castlemead & business park to follow – dates tbc, business park being scoped by TW/BC at present.
- Castlemead Lighting: PPC advised BC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting &

associated liability to upgrade due to SOX/SON being discontinued. PPC and DM at BC liaising re options for upgrading to LED and will advise at the proper time.

- Castlemead Public Open Space Phase III: TW to transfer to BC. Complications arising from legal charge in favour of Sancem Group which have yet to be resolved and classified as exempt disposals by TW/Sancem.
- Business Park banks opposite Dover Close: awaiting update from Taylor Wimpey.
- Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards on provision that the stipulated conditions and contributions are met. BC to adopt highways prior to PPC adopting. BC and Croudace currently liaising.
- Bellway Open Space & LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by BC & 2-year maintenance period by developer. Playground was approved by BC in Sept 2020. S106 also provides for maintenance monies (£tbc). Bellway producing legal documents via Land Registry.
- Bellway Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting. Bellway aware & preparing information.
- PDA: £74k towards enhancing existing local bus services (61 and 164) – BC investigating options over the summer (including if a route to Tring station is possible) and will revert to PPC in due course. £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Internal roads will be private and therefore no requirement to adopt lighting.
- PDA replacement car park: Illuminated car park will pass to the parish council along with the MUGA.
- PDA MUGA: Discussions continue with NKH, BC and Playdale re remedial works.
- PDA commercial areas / conversion to residential: NKH escalated first planning application to Planning Inspectorate on grounds of non-determination. NKH's second set of planning applications remain outstanding with BC.
- PDA open space: Transferring to "Ravensmoor (Pitstone) Management Co Ltd" and not Pitstone Parish Council.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- TfB Issues:
  - Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program (eta 2024)
  - Collapsed footpath in Queen Street – outstanding
  - Marsworth Road speed humps – BC hoping to add to capital maintenance program.
  - Glebe Close access to parking area – TfB adding an additional post/bollard, eta January/February
  - Glebe Close disabled parking – TfB advised that no TRO was in force and the previous bays had been shown the incorrect size. Parking Team are consulting with the residents to determine who requires a disabled space, then raising the necessary TRO, and will then mark out. Once complete, will then be enforceable.
- Safety Scheme works by Westfield Road junction: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
- Safety Scheme works along Marsworth Road: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
- B489 derestriction of B-road and 7.5 tonne limit: BC advised that this could not be considered until the proposed Ivinghoe freight strategy has been implemented.
- Cycle improvements to Tring station (HCC/CRT/BC): Still under investigation by HCC/BC/CRT.
- Aldbury flooding – BC exploring expanding flood mitigation project to include run-off from Pitstone into Aldbury

- Mapping Rights of Way: Pitstone aspect of project being undertaken by local resident volunteer.
  - Pitstone Memorial Hall Charity car park: PMH investigating with NKH.
  - PAA investigating potential provision of water tap at site & will provide further details in due course so that PPC can apply for approval by National Trust
  - Rushendon Furlong 'un-ringfenced' S106 – no further confirmation from Buckinghamshire Council.
  - Fibre Broadband – both Trooli and Openreach in process of laying cables.
2. Within the scope of the parish council:
- Village web site: Whistle Blowing page completed.
  - Community Bus investigation: Believe BC holding £10k of funds for Sustainable Transport arising from Rushendon Furlong development, plus approx. £7k (tbc) of funds that were unused from the shelter/rtpi project. Therefore approx. £17k available from BC. BC to confirm. HCC setting up a "Demand Responsive Transport" scheme with a DfT Bus Service Improvement Plan grant which will cover Tring and Berkhamsted.
  - Double lane practice cricket nets – (a) Order placed, eta March 2023. (b) occupational licence to be finalised with I&PUC to coincide with installation.
  - Additional trees on Recreation Ground – long term aspiration.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Town Lands Charity NDP land enquiry – the Charity advise that they continue to investigate and have no feedback for the parish council at the present. BC confirmed that purchase of the land, and the provision of extra sports facilities upon it, would be permissible projects for a drawdown of S106 funding from the Nicholas King Homes development.
  - Weekday parking at pavilion – applicant will revert to PPC in due course.
  - Hedgehog Highway Surrounds – Still plenty of units for sale.
  - Information Panels for Wildlife Site – in progress.
  - Detailed parish map for Pavilion Platinum Room – to be undertaken.
  - Update of Parish Maps – to be undertaken.
  - Pavilion external storage – refining design, quote, and stored items.
  - Fire safe – purchase to be actioned once archiving and shredding complete.
  - PMH grant – no longer need to replace Millennium Room floor as instructor is providing tap mats. Will revert to PPC once have all necessary information re the curtains.
  - Coronation of King Charles III – potentially plant a commemorative tree and plaque but review once official proposals announced in due course.
  - Buckinghamshire Council Open Space – waiting for further details from BC.
  - Devolved Service & Open Space fulfilment quotes to be formally accepted once agreement received from Buckinghamshire Council.
  - Commemorative tree for Cllr May Everton – waiting for feedback from the family.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

## **231/22 CORRESPONDENCE**

The list of correspondence received was noted.

## **Committee Matters:**

### **232/22 PLANNING COMMITTEE AND RELATED MATTERS**

#### 1. Minutes

It was noted that no committee meeting had taken place during the month, so no minutes were due.

## 2. Application Consultations

- All application consultations are advertised on the parish council website, Facebook page, Twitter feed and noticeboards. Notifications are hand delivered to near neighbours. The planning consultation process was outlined to members of the public present.
- 30 Chequers Lane, 22/04002/APP, householder application for single storey front and side extension and garage conversion. No objections were received in respect of this application. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections to this application.
- 32 Campbell Lane, 22/04126/APP, householder application for garage conversion into habitable room, single storey rear extension and new side access gate. It was **RESOLVED** to permit the applicants to speak on behalf of their application. No objections were received in respect of this application. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections to this application.
- 24 Albion Road, 22/04275/APP, householder application for hip to gable loft conversion with front and back dormer windows and side and rear extensions. One objection relating to loss of privacy was received by the Parish Council. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections to the principle of a loft conversion at this address as a number of bungalows along Albion Road have had similar works undertaken, however there are some concerns about the particular style, size and massing of the current proposal. As well as the loss of privacy to neighbouring properties, the proposal effectively adds a second storey which will result in a long stretch of bungalows having a two-storey property in their midst which may look incongruous.

## 3. Decisions notified by Buckinghamshire Council

- Haven Nook, 22 Pitstone Green Cottages, The Green, 22/03302/ALB and 22/03579/APP, Listed Building Consent and planning permission to extend height of chimney, installation of log burner and replacement of front door: Buckinghamshire Council approved

## 4. Applications outstanding with Buckinghamshire Council.

Plot C on Westfield Road, Land to The South of Marsworth Road and The West Of Vicarage Way (restaurant/pub site only), Land Adjacent to Allotment Gardens (nursery site only), land to the rear of 12 Marsworth Road and Autumn House at 5 Treachers Close.

## 5. Enforcement outstanding with Buckinghamshire Council.

- 27 Campbell Lane (20/00443/CONB) – BC waiting for outcome of appeal to Planning Inspectorate – see below.

## 6. Appeals outstanding

- 27 Campbell Lane; Enforcement ref: 20/00443/CONB, Appeal ref: 21/00078/ENFNOT; Planning Inspectorate Ref: APP/J0405/C/21/3285648. Appeal to be determined by Planning Inspectorate (PI) relating to the issue of the enforcement notice.
- Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Land to The South of Marsworth Road and The West of Vicarage Way (the first application to turn the 2 x PDA commercial areas into residential). Appeal – non determination. Planning Inspectorate Ref: APP/J0405/W22/3292202. Appeal ref: 22/00058/NONDET. Original application ref: 21/02999/APP; Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Appeal grounds - non determination.

## 7. Other

- It was **RESOLVED** to approve attendance on BALC Planning Application Responses training course 28/2/23 and 7/3/23 for Cllrs Weber and Nash (£45 per person).
- It was **RESOLVED** to respond to the Buckinghamshire Council Local Plan Evidence Base Settlement Review for Pitstone. Draft to be circulated for all councillors to comment prior to submission.

## **233/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

### 1. Minutes

It was noted that no committee meeting had taken place during the month, so no minutes were due.

2. Solar Panels

It was **RESOLVED** to try and obtain grant funding towards the possible installation of solar panels at the pavilion, as the total cost could not be met via the precept for 2023/24. Advice to be sought from the Community Board.

Buckinghamshire Councillor Peter Brazier, and the two members of the public, departed the meeting.

**234/22 STAFFING COMMITTEE AND RELATED MATTERS**

1. Minutes

It was noted that no committee meeting had taken place during the month, so no minutes were due.

2. NJC Salary Award

It was **RESOLVED** to ratify acceptance of the National Joint Council Local Government Salary and Annual Leave Review, and their instruction to backdate to April 2022.

**Charity Matters:**

**235/22 PITSTONE PARISH CHARITY**

It was noted that no meeting took place during the month, so no minutes/report due.

**236/22 PITSTONE RECREATION GROUND CHARITY**

It was noted that no meeting took place during the month, so no minutes/report due.

**Working Group Matters:**

**237/22 PITSTONE DEVELOPMENT AREA**

Buckinghamshire Council in the process of instructing legal to take enforcement action.

**238/22 YOUTH CAFÉ**

The general update re Christmas Disco, craft activities, volunteer position and training from the Café Manager was noted.

**Other Matters:**

**239/22 DEVOLVED SERVICES**

1. It was noted that parishes were still waiting for the contracts & proposed funding levels from Buckinghamshire Council in relation to their proposed 12-month extension and that BC had now advised that this would not be available until at least 22/2/23.
2. It was **RESOLVED** to approve the quotations from Ross Lawry Agricultural Services in relation to grass cutting, right of way maintenance, hedge cutting and shrub clearance for both devolved services and direct parish council works (devolved service element only applicable if the parish council enters into the extended agreement).
3. It was **RESOLVED** to approve the quotation from Ross Lawry Agricultural Services in relation to the Marsworth Road grass verge from the village gates down to the 30mph signs.
4. It was noted that the following existing problems with the contract will not be addressed by BC until the whole contract is renegotiated ie: need to include Ship Lane shrubs/trees (aren't grass), Old Farm conifers (aren't grass), Cheddington Rd/Crispin Field alley (not grass), Cooks Wharf verge (not grass), footpath 2 (newly fenced section), remove responsibility for any tree works, no responsibility for 3 x new trees in Marsworth Road verge and resolve Westfield Road verges.

**240/22 HIGHWAYS AND RIGHTS OF WAY**

1. BOAT

It was noted that Fairhive (previously VAHT) had confirmed that the trees in the BOAT between Queen Street and Grange Road were not their responsibility as they were located on the BOAT side of the fence.

2. mVAS

- It was **RESOLVED** to note receipt of the latest two mVAS reports. Data had been uploaded to the website for the benefit of residents.
- It was **RESOLVED** to increase the frequency of mVAS moves to try and ensure that there was no battery down-time between moves.

### 3. Westfield Road Bus Shelters

It was noted that Buckinghamshire Council's Community Board had advised that the parish council could only apply for funding towards bus shelters for Westfield Road if they were to be located on parish council land. As the verge/footpath has been adopted by Buckinghamshire Council as part of the highway's extent, then the parish council must work with the public transport division of Buckinghamshire Council instead. Waiting for response from Public Transport to determine how to proceed and what funding is available.

### 4. Marsworth Road Roundabout

It was noted that MarketingForce had agreed to add the Marsworth Road roundabout to the Buckinghamshire Council sponsorship scheme and quoted a fee of £2,500 + VAT per annum (could be paid in interest free monthly payments) to produce/install the sponsorship signage facing each junction and to maintain the roundabout throughout the year. The information had been passed to CuriosiTea (who expressed the initial interest), who were yet to comment.

It was noted that a resident had expressed an interest in providing planters for the roundabout. Permission had been re-sought from Buckinghamshire Council who had expressed concerns and not yet granted approval.

### 5. Cheddington Road repeater sign

It was **RESOLVED** to enquire with Buckinghamshire Council if repeater signs (or alternative solution) could be affixed to the Cheddington Road gates as motorists tended to come past the cottages and then speed up as they head towards Chequers Close.

## 241/22 LIGHTING

It was **RESOLVED** to ratify the decision to replace the sections of Christmas tree lights from the Recreation Ground that had suffered weather damage (£250 + VAT).

## 242/22 RESTORATION OF PITSTONE QUARRY

The initial information published by Clark Contracting was noted. No official planning application nor associated licensing application has yet been received. It was **RESOLVED** to ask the applicant to make a presentation to residents once their official application becomes available.

## 243/22 PITSTONE PARISH POST

- It was **RESOLVED** to approve the draft parish council article for the next edition of PPP, with the amended section relating to hire of the pavilion.
- It was **RESOLVED** to trial one or two editions of full colour production with Hartgraph printers and seek feedback from residents.
- It was **RESOLVED** to provide advertisers that had provided their artwork in colour with colour print at black and white cost for the January edition, so that advertisers could see the impact of the colour production. Thereafter, advertisers could choose to either revert to black and white advertising at their current black and white price, or swap into colour advertising at the incremental colour costs.

## 244/22 PITSTONE MEMORIAL HALL CHARITY / WHEELIE BIN CROSS CHARGE

It was **RESOLVED** to accept the increased fees of £60 per quarter from Pitstone Memorial Hall Charity.

It was further **RESOLVED** to note that the PMH charity annual £1 rent would be deducted from the above invoice.

## 245/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no other outstanding matters raised by residents for consideration or to be tabled on the next agenda at present.

## General Financial Matters:

### 246/22 FINANCIAL MATTERS

#### 1. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 11 hours of overtime for the parish clerk and 20.35 hours of overtime by the Parish Assistant during October. Already reviewed and approved by the staffing committee.

#### 2. Sipgate

It was **RESOLVED** to note receipt of the revised Sipgate terms and increase in charges.

### 3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £38.38.

### 4. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion, skate park & allotment monthly summaries, budget monitor, debtors and creditors were noted.

It was **RESOLVED** to make the payments outlined in the financial summary and two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

### 5. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

### 6. Tax Base

It was noted that Buckinghamshire Council had issued the Pitstone tax base – 1395.82.

### 7. Final budget for 2023/24

It was **RESOLVED** to approve the final presentation of the budget for 2023/24 reflecting the resolutions passed last month. Total expenditure £242,970 and receipts (excluding precept) £20,621.

### 8. Precept

It was therefore **RESOLVED** to approve the precept request of £166,500 which represents a 2.93% increase taking Band D properties up just £4 per year from £115.89 to £119.28.

### 9. External Auditor Appointed

It was **RESOLVED** to note that PKF Littlejohn had once again been appointed to the Parish Council as our external auditor.

### 10. Donation to Car Scheme

It was **RESOLVED** to accept the kind donation to the Pitstone Community Car Scheme from the daughter of a prior customer and issue a thank you letter upon receipt.

It was further **RESOLVED** to spend part of the above on new leaflets to encourage volunteer drivers to come forward, as the scheme continues to struggle to fulfil demand. PPC to meet the cost if the donation is not received for any reason.

## Reports & Other:

### 247/22 REPORTS

- It was **RESOLVED** to note receipt of the minutes arising from the PAA AGM.
- It was **RESOLVED** to note the purchase of replacement litter picking tongs for staff.
- It was **RESOLVED** to note the feedback from the BC Planning Framework webinar on 8/12/22 from Cllr Nash.
- It was **RESOLVED** to note the feedback from the BC Community Board meeting on 6/12/22 from Cllr Crutchfield.
- It was **RESOLVED** to note the feedback from the CIB Retaining Volunteers workshop on 30/11/22 from the Parish Assistant.
- It was **RESOLVED** to note attendance on the following BALC Free January training courses had been booked – Charing Skills (Cllr Weber), plus Community Support, Responsible Investing and Future Nature (the Clerk).
- It was noted that 2 street light outages had been reported to Taylor Wimpey for resolution, 5 reported to Buckinghamshire Council for resolution and 1 in Crispin Field reported to the Parish Council's contractors for repair.
- Other minor reports were noted.

### 248/22 OTHER

#### 1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 26 January 2023 at 7.30pm.

2. The following items were noted for inclusion on the agenda

- Quarterly grant considerations
- Consider nominations for the Pitstone volunteer of the year (confidential session)
- Consider quote from Internal Auditor
- Annual review of Internal Controls and complete Annual Internal Audit
- Consider/set date for Annual Parish Assembly (legally must fall between 1/3 and 1/6) and consider format for this year
- Annual review of Grant Awarding Policy and Community Engagement Strategy
- Pensions Regulator Re-Declaration
- Tree Risk Assessment quotation
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 26/1/23, 23/2/23, 30/3/23, 27/4/23, 25/5/23, 29/6/23, 27/7/23, 31/8/23, 28/9/23, 26/10/23, 30/11/23, 4/1/24.
- Sports and Leisure Committee meetings: 19/1/23, 9/2/23, 9/3/23, 13/4/23, 11/5/23, 8/6/23, 13/7/23, 10/8/23, 14/9/23, 12/10/23, 9/11/23 and 14/12/23.
- Staffing committee: tbc, eta Feb 2023
- Annual volunteer event: 12/1/23.
- PPP Publication dates: April (briefing deadline 31/3/23), July, October, and January.
- Pension re-enrolment deadline 14/1/23
- BC Parish Liaison Meetings: 1/3/23 (moved from 18/1/23), 19/4/23, 19/7/23, 18/10/23
- BC Community Board meeting: 1/3/23 (tbc)
- BC Planning Liaison Meeting: 30/1/23 – Cllr Crutchfield
- BALC Charing Skills training webinar 10/1/23 – Cllr Weber
- BALC Planning Application Responses training webinar 28/2/23 – Cllr Weber
- BALC Community Support training webinar 19/1/23 – Clerk
- BALC Responsible Investing training webinar 24/1/23 – Clerk
- BALC Future Nature training webinar 27/1/23 – Clerk

**249/22 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.30.

Signed *D Nicholls*

Date: 1/2/23

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Chairman